

Virtual training course attendee privacy policy

The National Centre for Smoking Cessation and Training (NCSCT, "we", "us", "our") is a Community Interest Company dedicated to supporting the delivery of effective, evidence-based tobacco control programmes and smoking cessation services.

This Privacy Policy explains how the NCSCT collects, uses, and protects personal data related to healthcare practitioners attending its virtual training courses and is issued in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy does not apply to static online training programmes, which are covered under our [Website Privacy Policy](#). We encourage you to read both notices carefully.

For any questions about this policy or to exercise your data protection rights, please contact us at: enquiries@ncsct.co.uk

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Who we are

This virtual training course is operated by the NCSCT Community Interest Company, registered in England and Wales with Company number: 07394485.

The NCSCT are registered as a data controller with the UK Information Commissioner's Office (ICO) under registration number: Z2647905.

What personal data do we collect?

NCSCT may collect and process the following categories of personal data:

- **Identity and contact data:** Forename(s), surname, email address, phone number, and job title;
- **Biographical data:** Employer name, local authority (if applicable), background profession, smoking cessation role, and areas of interest;
- **Attendance data:** Date and title of the course attended.

We generally collect this data directly from you during registration or pre-certification. In some cases, your employing organisation may provide this information if they are arranging the training on your behalf.

We do **not** collect any special category data (e.g. race, religious beliefs, health data, accessibility requirements, sexual orientation, political opinion, union membership) unless explicitly provided by you.

How we use your personal data

The NCSCT will use your personal data where there is a legal basis to do so and for the following purposes:

- To arrange and deliver the training courses you have registered for
- To generate course certificates
- To make contact with you or another (manager/commissioner) for the purposes of safeguarding if we have any concerns about your wellbeing, safety or the safety of others
- To analyse attendance by practitioner type and employing organisation type (this is always done anonymously)

Legal basis for processing your personal data

The NCSCT relies on the following legal bases to process your personal data:

Purpose	Categories of data	Legal basis
Arranging and delivering training	Identity and Contact; Attendance	Contractual necessity
Course certification	Identity and Contact, Attendance	Contractual necessity
Analysing course attendance	Identity and Contact; Attendance	Legitimate interests
Research and statistical analysis	Anonymised, aggregated	Legitimate interests

Who we share your data with

The NCSCT will only share your personal data with your employing organisation, where applicable. We will not share your data with other third parties unless required by law.

Where is your personal data stored?

Your personal data will be stored within the United Kingdom or the European Economic Area (EEA). If any technical service providers are based outside these regions, we will ensure appropriate safeguards are in place, such as adequacy decisions or standard contractual clauses approved by the UK Information Commissioner's Office (ICO) or the European Commission, and we will ensure it is protected by appropriate safeguards (UK adequacy regulations or UK Addendum to Standard Contractual Clauses).

Data security

We have robust security measures to prevent unauthorised access, alteration, or disclosure of your data.

Access is restricted to those who genuinely need it and are bound by confidentiality.

In the event of a data breach, we will notify you and the ICO where legally required.

Data retention

We only keep personal data for as long as necessary in connection with the purposes we collected it for and to comply with any legal, accounting or reporting requirements. For example:

- **Course attendance records:** Retained for 7 years from the date of the relevant course
- **E-bulletin or email communications:** Retained until you unsubscribe or your email becomes permanently unavailable
- **Complaints or litigation:** We may retain data for longer where necessary to address legal claims or complaints
- **Anonymised data:** May be used for research or statistical purposes indefinitely

We review retention periods regularly to ensure we only keep personal data for as long as necessary.

Your data protection rights

You have the following rights under UK data protection law:

- **Right to Access:** to obtain confirmation that we are processing your personal data and to access a copy of that data
- **Right to Correction:** to ask us to correct any inaccuracies in your data
- **Right to Erasure:** to request the erasure of your personal data
- **Right to Objection:** to object to processing based on legitimate interests
- **Right to Restriction:** to ask us to limit how we use your data
- **Right to Data Portability:** to request a copy of your data in a usable format
- **Rights related to automated decision making:** we do not conduct automated decision-making, including profiling, that produces legal or similarly significant effects on individuals
- **Withdraw consent:** at any time, if processing is based on consent

To exercise your rights, contact us at enquiries@ncsct.co.uk.

You will not be charged a fee to exercise these rights unless a request is clearly unfounded or excessive, in which case we may charge a reasonable fee or refuse the request. We may also need to verify your identity before fulfilling your request.

For more information about your rights, or if you are unsatisfied, you can also complain to the ICO:

Website: www.ico.org.uk/your-data-matters

Telephone: 0303 123 1113

Feedback

We strive for clear, accessible policies. If you have feedback or questions about this policy or to exercise your data protection rights, please contact us at: enquiries@ncsct.co.uk

Review Log

Document name		Virtual training course attendee privacy policy	Document Owner	Andy McEwen
Origination date		October 2018		
Version	Review date	Reviewed by	Description	
V1	April 2026	DB	Rewrite from commissioned course	